Project Status Reports

> **This applies to all 319 grants except 319 grantees that have one or more Clean Michigan Initiative grants. If you have a 319 grant and one or more Clean Michigan Initiative grants, see your Department of Environmental Quality (DEQ) Project Administrator for a copy of "Status Reports and Post-Project Audit Documentation."**

What they are: Reports submitted to the Environmental Science and Services Division and Water Division (ESSD/WD) as specified in the contract, detailing the progress made in implementing the project contract during a specified reporting period.

Project Status Reports consist of:

☐ A cover letter, as described below.

☐ A narrative status report, as described below.

☐ A financial status report, as described below.

☐ Products, as defined in the workplan, including brochures, videos, newsletters, news articles, and reports produced during the reporting period.

☐ All implementation projects must submit a completed Best Management Practices (BMP) Cost-Share form.

☐ All agricultural implementation projects funded with federal Clean Water Act Section 319 funds must submit an Integrated Crop Management (ICM) Reporting form (in addition to the BMP Cost-Share form).

☐ Any other additional information requested by the ESSD/WD Project Administrator (PA). For example, the PA may request copies of the status reports submitted to the grantee by the sub-contractor, additional details on match generated, or copies of meeting minutes.

☐ **Cover Letter** from the grantee to the ESSD/WD Project Administrator requesting reimbursement. The letter should be:
   - Dated.
   - Signed by grantee's representative or project manager.
   - Include the quarter or month being reported.
   - Include the amount requested for reimbursement/payment.
   - Include the DEQ tracking code.

☐ **Narrative Status Report.** A narrative report is a written summary that helps the ESSD/WD PA determine whether the grant is proceeding according to the project contract. Narrative information also helps the ESSD/WD share project successes and products. A narrative report should include:

   ☐ Project name, grantee name, reporting period, and DEQ tracking code.

   ☐ Accomplishments that reporting period, <u>by task</u>, including grant funds and match.

   ☐ Any other successes (non-grant-funded or spin-offs from the grant), including non-grant funded BMPs implemented or pollutants reduced, any new partners made, ordinances or other land use tools being developed or that were passed, public involvement that occurred or any information/education activities that were implemented outside of the project.

   ☐ A one-line summary of each project developed during the reporting period.

☐ Significant activities planned for the next quarter.

☐ Barriers and an explanation of any deviations to the work plan. *(Note that a request for any proposed deviations to the work plan should be sent to the ESSD/WD Project Administrator for approval prior to such deviations occurring.)*

There are no forms for narrative reports.

☐ **Financial Status Report.** Financial status reports help the ESSD/WD PA know if the budget in the project contract is being followed.

- Financial status reports should be submitted on the "Financial Status Report" form, using the "Instructions for the Financial Status Report form, EQP-5847." Grantees are encouraged to complete the financial status reports on a computer spreadsheet. To avoid possible delays in payment, grantees are encouraged to make sure the budget information adds correctly before it is submitted.

- At the bottom of the form, be sure to include the source of match and its value.

☐ **Five copies of products**. All products generated from the project must be sent to the DEQ. Send one copy to the PA and four copies to the Administrative Services Unit in Lansing.

☐ **Any other information in the contract**, or that is requested by the DEQ PA. For example, the DEQ has the authority to approve all sub-contractors, and may ask for additional information from a sub-contractor if questions arise while reviewing quarterly reports.

☐ **Completed BMP Cost-Share Form (implementation projects only).** This information shows the state, Environmental Protection Agency, the Michigan Legislature and Congress what practices are being installed in the Nonpoint Source Program using state and/or federal grant funds. It includes both the BMPs implemented and pollutants reduced. Follow the "Instructions for BMPs Cost-Share form, EQP-5846."

☐ **Integrated Crop Management (ICM) Report (agricultural nonpoint projects only).** The ICM report is a mandatory reporting element for all nonpoint source projects funded with federal Clean Water Act Section 319 dollars and implementing agricultural BMPs. Projects should follow the "Instructions for ICM Reporting Form, EQP-5848."

Who Gets What:
Grantees must submit:

☐ The original status report (cover letter, narrative, financial form, and BMP and ICM forms, if required), and four copies of any products to the Administrative Services Unit.

☐ One copy of all portions of the status report and one copy of all products to the Project Administrator.

Due Date:
Reports are due 30 days after the end of the quarter if reporting quarterly; 15 days after the end of the month if reporting monthly.

NPS/Reporting/Project Status Report.doc